
From: Luschek, Robert
Sent: Tuesday, October 3, 2017 5:42 PM
To: R6HarveyLSC
Cc: Villarreal, Chris; Ragon, Derek; Loesel, Matthew
Subject: Demob – Luschek

Rob Luschek demobing from Alpha Branch – Corpus Christi, Texas on 10/4/17. Leaving trailer #4.

Yes	No	N/A	Copy this table and paste into your email
	x		I have EPA R6 equipment issued specifically for use during the incident. If yes, provide a listing of all equipment issued.
		x	I have turned-in all equipment provided by R6 to my immediate field supervisor. If yes, provide a listing of all equipment turned in.
	x		I generated hardcopy paperwork during my rotation.
		x	All hardcopy paperwork has been turned into my immediate field supervisor
x			I generated electronic files during my rotation.
x			All electronic files have been sent to R6HarveyDOCL@epa.gov .
x			I <u>will</u> complete all overtime certification forms and have the forms signed by myself and home region supervisor before submitting to R6HarveyFSC@epa.gov .
	x		My People Plus and timesheets are properly updated to reflect all time charged to the Hurricane Harvey Mission Assignment account for regular time and overtime.

NOTE: Once you arrive back home, notify the Logistics Section- email to R6HarveyLSC@epa.gov

PP+ is currently locked due to the switch to PP+9.2. PP+ will be amended for Overtime on previous pay period. PP+ will be updated to reflect OT charged in current pay period.

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